This page covers information for two kinds of students

1. The syllabus covers two different ways to meet your responsibilities with Respondus Monitor and this page covers what you do about Respondus Monitor:
   - If you have **never used** Respondus Monitor **at WCJC**
   - If you believe you have **correctly used** Respondus Monitor **at WCJC many** times

2. There are two situations with Respondus Monitor:
   - You are using it for the first time at WCJC and you must install its version of Respondus Monitor, launch the test, and then do the steps in Webcam Startup for the first time.
   - You have already installed Respondus Monitor from WCJC's website so you only need to do launch the test and do Webcam Startup

Having read what is above, click on the link that matches your situation.

What You Do the 1st Time You Use Respondus Monitor at WCJC

This is for those of you who have **never** used Respondus Monitor for testing at WCJC and do **not** have Respondus Monitor from WCJC installed on your computer. *Caution*: You must download it from WCJC.

1. Click on the link named **Testing Using Respondus Monitor** (in this folder). It contains 3 tabs and you use each one:
   - Download and Install LockDown Browser
   - Launching the Test
   - Webcam Startup – The video will help you **greatly.**
   Tip: Hold your ID as she did. Do make sure you hold it flat to the camera so the name is readable and not blurred. Look at the picture and make sure **you** can read the name on the ID.
   Preparation: You will need to have a Photo ID. Most students use a Texas Driver's license.

2. Take Sample Respondus Monitor.

3. You then follow these instructions in the syllabus:
   a) You email your instructor to check your video and **also** state that you read and understand the Penalties List. If you take it more than one time, be sure to tell me which video to check. For example, you might say "check the video before the last one.")
   b) Then your instructor checks the video and:
      - Either gives you feedback on how you have to redo it
      - Or emails that you were correct and enters the points for the Respondus Acknowledgement Quiz.
      Tip: The 15 points for this quiz makes the Unit and Final exams visible on the date in the List of Due Dates.

What You Do If You Believe You Have Correctly Used Respondus Monitor at WCJC Many Times

If you believe you have correctly used Respondus Monitor at WCJC many times, then take the Respondus Acknowledgement Quiz and skip the Sample Respondus Exam. If you want to read what you are agreeing to before you take the quiz, the words are at the bottom of this page. Most of the words in the Respondus Acknowledgement Quiz are the same as in the syllabus. Also read this *Tip* and this *Caution*:

- *Tip:* **Before** you do the Respondus Acknowledgement Quiz (below the Sample Respondus Exam in this folder), look at Distance Education's (DE's) video demonstrating how students are to do Webcam Startup. **If you have not been doing what that video shows**, my suggestion is that you **do** the Sample Respondus Exam and get my feedback. It is safer.
- *Caution:* Be sure to click on the Summary of Required Steps shown in DE's video or scroll below. In your class, they are **also** placed in the Discussion General Course Questions & Repeated Announcements & Tips. A copy is below.

What You Do When You Take a Real Exam Monitored by Respondus Monitor

Doing step 3 is not technically necessary, but following it will help you avoid problems.

1. Treat the part of **your** house where you will be taking the exam as though it **is** now a **"test center"** –because it is. Use the Penalties List and Webcam Startup video as a way to prepare what Respondus calls your "environment" for an upcoming test. For example, each time you have an exam remove your phone from your testing area.

2. Reread the Penalties List. (A copy of it is below on this page.)

3. Click on **Testing Using Respondus Monitor** (in this folder). It contains 3 tabs, but after you have installed Lockdown Browser, you use only 2:
   - Launching the Test – **Why click on this?** Looking at this should remind you that you **first** have to start LockDown Browser before you click on your test, something some students tend to forget.
   - Webcam Startup – **Why click on this?** Looking at the video should remind you what you **must** do and that you must to have a Photo ID before you start the test. Most students use a Texas Driver's license.

Do you think no one could forget? Forgetting is easy for everybody. For example, students who took the 1st test according to the Distance Education requirements forgot by the 2nd test. Students forgot:

- To start Lockdown Browser first, got an error message, misread it, and could not figure out what to do.
- About turning lights on and music off and instead turned the lights off and the music on.

Copy of the Summary of Required Steps Shown in WCJC's Video on How You Do Your Own Webcam Video of Your Taking the Sample Respondus Exam and ANY Other Test That Your Instructor Requires with Respondus

These terms and phrases are from either the Respondus Screen or the WCJC's Distance Education person who demonstrated to you how to do this. The table is a reminder of what you must do, not all of the instructions. Quotation marks ("") indicate a phrase said on the video.

Respondus Step	What the DE Person Said or Did (Written in Phrases) and What the DE Director Said
Step 1 – TERMS OF USE	Respondus Monitor displays its terms of use and you have to click to accept them.
Step 2 – WEBCAM CHECK	Checked to be sure her image was "inside the square" on the screen. Used the prompts on the screen to be sure the external web screen is on. Selected Yes to do a 5 second video to confirm her microphone and webcam were working correctly. **Said slowly and clearly 1, 2, 3, 4, and 5.** (You can also recite the alphabet.) Played the video to be sure **she could hear the sound and see her image**. *Caution from the DE Director:* **If it is not as required, redo the step until it is correct.**
Step 3 - STUDENT	Made sure her face filled most of the screen.

PHOTO	Looked **directly at the screen**—where you need to be looking throughout the test. Looked at the photo to be sure it was correct. ***Caution from the DE Director:*** **If it is not as required, redo the step until it is correct.**
Step 4 - SHOW ID	Stated that you must make sure that both your photo is clear and your name is easily readable. Held up her ID. (FYI: I can show a tip on how to do this.) Looked at the photo of her ID to be sure the picture was clear and the name was readable. ***Caution from the DE Director:*** **If it is not as required, redo the step until it is correct.**
Step 5 - ENVIRONMENTAL CHECK	Made sure she had no unauthorized items in her "workspace"—where you will be taking the test. ***Caution:*** Notice where she is. Her room is well lighted and without any sound beyond her clicking the keyboard and saying required things into the microphone. There is nothing at her workspace except the ID she had for Step 4. ***Tip:*** Make your room like hers. Started the recording. Identified her ID needed for Step 4. Moved slowly and described briefly where she was. Showed all sides of her "workspace"—the computer and to the left and right of that computer, behind the computer, under the keyboard, under the mousepad, and to the left and right below by her feet. Looked at the Environmental Check to be sure she had done everything. ***Caution from the DE Director::*** **If it is not as required, redo the step until it is correct.**
Step 6 - ADDITIONAL INSTRUCTIONS	Read aloud all of the instructions. ***Tip:*** Make sure you read the instructions carefully. If you do not understand those instructions when you take the Sample Respondus Exam, be sure to ask your instructor ahead of time.
Step 7 - BEGIN EXAM	Stated aloud how the screen looks when you do an exam with Respondus Monitor. ***Tip:*** Make sure you notice that. If you do not understand something when you take the Sample Respondus Exam, be sure to ask your instructor ahead of time.

Supportive and caring ***tip*** from your instructor: I am adequate with software, but I have a lot of trouble with hardware. People are different. If you are like me and hardware does not come easy to you, consider taking your test at one of WCJC's testing centers. Here is a direct link to DE's information on the testing centers (URL: https://softchalkcloud.com/lesson/files/8hkmXWAjVbt9S4/Respondus%20LockDown%20&%20WCJC%20Open%20Computer%20Labs.pdf). Not only will you avoid hardware challenges, but the room is well-lighted, no music is playing, and your brother (or daughter) will not rush in.

Copy of the Penalties List from Your Instructor's Syllabus

Caution about the Penalties List: Instructors experienced with monitoring exams recommend these penalties, and I will apply these penalties if you do these things:

	The Penalty Is	
If You Do One of These Things	**0 for the Exam**	**Minus 30 percentage points**
Do an incomplete video for what Respondus calls the Environmental Check		X
Do not have enough lighting for the instructor to tell if you are cheating		X
Do not position your Photo ID carefully. Your name must be readable and your photo must be clear. ***Tip***: practice with your webcam so you can do this.		X
Have anything near where you take the exam unless your instructor has told you to use specific resources during the exam.	0	
Move so you are not recorded at all by the webcam	0	
Move the webcam from where it was during what Respondus calls the Webcam Check so it no longer shows your face and upper body		X
Play music or other audio recordings during exams	0	
Talk with anyone for any reason at any time during the exam	0	
Turn off the microphone although it worked during what Respondus		X

calls the Webcam Check		

Copy of the Questions in the Respondus Acknowledgement Quiz

The answer for each of the questions is True. Except for the last question and a few transition words, the text for the questions is from the syllabus. The format, obviously, is different from the syllabus.

1. You state that you have reviewed the Penalties List in the Syllabus and understand these consequences if you do these actions during a test:
- Do an incomplete video for what Respondus calls the Environmental Check – minus 30 percentage points
- Do not have enough lighting for the instructor to tell if you are cheating– minus 30 percentage points
- Do not position your Photo ID carefully. Your name must be readable and your photo must be clear. *Tip*: practice with your webcam so you can do this. – minus 30 percentage points
- Have anything near where you take the exam unless your instructor has told you to use specific resources during the exam. – 0 for the exam
- Move so you are not recorded at all by the webcam.– 0 for the exam
- Move the webcam from where it was during what Respondus calls the Webcam Check so it no longer shows your face and upper body.– minus 30 percentage points
- Play music or other audio recordings during exams.– 0 for the exam
- Talk with anyone for any reason at any time during the exam.– 0 for the exam
- Turn off the microphone although it worked during what Respondus calls the Webcam Check– minus 30 percentage points
*True
False

2. The syllabus covers two different ways to meet your responsibilities with Respondus Monitor:
- One way, if you have never used Respondus Monitor at WCJC (covered in question 3)
- Other way, if you believe you have correctly used Respondus Monitor at WCJC many times (covered in question 4)
*True
False

3. If you have never used Respondus Monitor at WCJC, carefully followed the requirements shown in Distance Education's video for students and then take the Sample Respondus Exam that Distance Education provides (both provided in a folder for Distance Education in Getting Started). If you take it more than one time, be sure to tell me which one to check.
a) You email your instructor to check your video and also state that you read and understand the Penalties List.
b) Then your instructor checks the video and:
- Either gives you feedback on how you have to redo it
- Or emails that you were correct and enters the points for the Respondus Acknowledgement.
*True
False

4. If you believe you have correctly used Respondus Monitor at WCJC many times, you may skip the Sample Respondus Exam and just complete the Respondus Acknowledgement, a quiz used as a way to acknowledge that you know the requirements in the Penalties List. Your completing the Respondus Acknowledgement with All answers True will result in the next test being visible to you on the date In the List of Due Dates.
*True
False

5. You understand that your instructor reserves the right to penalize for other actions than the ones on the Penalties list, but they would be actions that are clearly verifiable. For example, Respondus seems to be more powerful than in the past. It seems to be able to flag for the instructor not only a student moving away from the computer, but also that another person replaced the student at the computer. Click True to confirm that you understand that the instructor

reserves the right to penalize for other actions than those on the Penalties list, but only if the actions are clearly verifiable.

*True
False